United Nations ST/SGB/1999/16

Secretariat

23 November 1999

Secretary-General's bulletin

Amendments to staff rules 107.22, 207.21, 307.6 and 307.7

The Secretary-General, pursuant to staff regulation 12.2, hereby promulgates the provisional text of amendments to staff rules 107.22, 207.21, 307.6 and 307.7, as set out in the annex to the present bulletin.

Section 1
Purpose

1.1 The purpose of new rules 107.22 and 207.21, Insurance, is to simplify the current rule.

1.2 The purpose of new rule 307.6, Excess baggage and unaccompanied shipments, is to align the rule with previous amendments to rules 107.21 and 207.20.

1.3 The purpose of new rule 307.7, Insurance, is to align the rule with new rules 107.22 and 207.21.

Section 2
Final provisions

The amended rules shall enter into effect on 1 December 1999 and shall be provisional until the requirements of staff regulations 12.3 and 12.4 have been met.

(*Signed*) Kofi A. **Annan**
Secretary-General

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Annex

Rule 107.22
Insurance

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid, under arrangements in force under rule 106.5, in respect of loss or damage to such baggage determined to be directly attributable to the performance of official duties on behalf of the United Nations.

(b) In the case of shipments under rule 107.21, except on home leave, family visit or education grant, and of shipments and storage of personal effects and household goods under rule 107.27, insurance coverage will be provided by the Organization up to the maxima established by the Secretary-General.

(c) The United Nations shall not be responsible for loss of or damage to unaccompanied baggage.

Rule 207.21
Insurance

(a) Project personnel shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid, under arrangements in force under rule 206.6, in respect of loss of or damage to such baggage determined to be directly attributable to the performance of official duties on behalf of the United Nations.

(b) In the case of personal effects and household goods shipped under rule 207.20, except on home leave, family visit or education grant, insurance coverage will be provided by the Organization up to the maxima established by the Secretary-General.

(c) The United Nations will not be responsible for loss of or damage to unaccompanied baggage.

Rule 307.6
Excess baggage and unaccompanied shipments

(a) For the purposes of these Rules, "excess baggage" shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies.

(b) Staff members travelling by air economy class or its equivalent shall be entitled to payment of excess baggage to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent.

(c) When a staff member appointed under these Rules travels at United Nations expense, the Secretary-General may authorize the shipment of personal effects by the most economical means, up to a maximum of 100 kg (220 lb) or 0.6 cubic metres (22 cubic feet), including the weight or volume of packing but excluding crating and lift vans. Where surface shipment is the most economical means of transportation, surface shipment shall normally be authorized.

Rule 307.7
Insurance

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid,

under arrangements in force under rule 306.5, in respect of loss of or damage to accompanied personal baggage directly attributable to the performance of official duties on behalf of the United Nations.

(b) When a shipment under staff rule 307.6 (c) is authorized, insurance coverage shall be provided by the Organization up to the maximum amount established by the Secretary-General.

UNITED
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Secretariat

ST/SGB/1999/17
30 November 1999

SECRETARY-GENERAL'S BULLETIN

UNITED NATIONS PERSONNEL POLICY ON HIV/AIDS

One of the sad crises we all must face together as the United Nations family is the continuing spread of a devastating and terrifying disease: HIV/AIDS. We have watched with growing concern as ever-increasing numbers of people are affected by this pandemic, which has yet to be overcome anywhere in the world. As we await a cure, we must join together to support those who suffer from this terrible disease, and to educate and inform ourselves about what we can do to slow its progress.

On the occasion of World AIDS Day, 1 December, I wish to extend to all individuals and families afflicted with HIV/AIDS my personal message of encouragement and support, with special attention to United Nations staff members. The United Nations is committed to providing a compassionate and supportive work environment, without regard to HIV status. I would like to take this opportunity to urge all staff members to join with me in ensuring that our workplace reflects our policy and our values.

One of our greatest weapons against HIV/AIDS is knowledge. It is part of our HIV/AIDS personnel policy that all United Nations staff should be provided with sufficient, updated information to enable you to protect yourselves and your families from HIV infection and to cope with the presence of AIDS. You will be receiving shortly a copy of the booklet, "AIDS and HIV infection: Information for United Nations Employees and their Families", which has been recently updated by the Joint United Nations Programme on HIV/AIDS (UNAIDS). This booklet provides facts and information about prevention, testing and getting help. I encourage you to read it carefully, to share the information with your families, and to make use of the extensive resource list to answer your questions.

The United Nations Development Group has established a Task Force to raise awareness of the HIV/AIDS issue as it concerns staff and their dependants living with HIV/AIDS, and to ensure that staff are fully informed on the United Nations personnel policy on HIV/AIDS and of the social security provisions available. Many of you will have the opportunity in the coming months to participate in one of the briefing events being planned as part of a multi-agency effort. I encourage you to take advantage of the opportunity to learn more about the role you can play.

Using the tools we have available -- research, education and compassion -- let us do all we can, individually and together, to strengthen our response in the face of this disease.

(Signed) Kofi A. ANNAN
Secretary-General

99-36821 (E) 301199

United Nations ST/SGB/1999/18

Secretariat

15 December 1999

Secretary-General's bulletin

Performance Appraisal System*

The Secretary-General, for the purpose of implementing staff rule 101.3, promulgates the following:

Section 1
Performance Appraisal System

1.1 The Performance Appraisal System as established in ST/AI/1999/14 is applicable to all staff members, including those at the level of Assistant Secretary-General and above.

1.2 In appraising the performance of senior officials reporting directly to him, at the Assistant Secretary-General level and above, the Secretary-General may make his comments on performance in a manner which he deems appropriate.

Section 2
Final provisions

2.1 The present bulletin shall enter into force on 1 January 2000.

2.2 Secretary-General's bulletin ST/SGB/1997/13 is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

* *Personnel Manual* index No. 12010.

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United Nations

ST/SGB/1999/19

Secretariat

20 December 1999

Secretary-General's bulletin

Departmental focal points for women in the Secretariat*

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/282, entitled "Policies to achieve gender equality in the United Nations", hereby promulgates the following:

Section 1
Functions

There shall be departmental focal points for women in each department or office or regional commission, with the following functions:

(a) To support the head of department or office or regional commission in fulfilling his or her responsibilities for the achievement of gender equality in the department or office by contributing to the development of the gender action plan for the department or office and by promoting awareness of gender issues and means for the achievement of gender equality;

(b) To serve as ex officio members of all departmental panels established to advise the head of the department or office on the selection of staff for vacant posts in the Professional category and above. The responsibilities of the departmental focal points as ex officio members shall be to assist in ensuring that the special measures are applied in the evaluation and selection of candidates. In participating in the deliberations of the Panel, the departmental focal point as an ex officio member shall, in ensuring the application of the special measures, express his or her views on the respective qualifications and experience of the applicants. The views of the focal point shall be reflected in the reports of departmental panels;

(c) To serve as ex officio members of the departmental panels advising on special post allowances for staff in the Professional category and in the General Service and related categories;

(d) To assist the Special Adviser on Gender Issues and the Advancement of Women and the Focal Point for Women in the Secretariat in monitoring efforts to achieve the goal of gender equality within the department or office. One of the monitoring goals is to achieve the target of 50/50 gender distribution at the Professional level and above, both overall and at each level, in the respective departments and offices. It also includes the goal of evaluating measures taken to develop and maintain a gender-sensitive and supportive work environment and to enhance training and career development opportunities;

(e) To assist the Office of the Special Adviser on Gender Issues and the Advancement of Women in the development of policies and programmes for the achievement of gender equality in the Secretariat by contributing ideas, comments and experiences on issues affecting the status of women;

(f) To counsel and advise women staff within their department or office on issues affecting their career development or conditions of service, bringing their concerns as necessary to the attention of the head of department or office, staff of the Office of Human Resources Management or the local personnel office or Executive

* *Personnel Manual* index No. 1177.

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Office, and staff of the Office of the Special Adviser on Gender Issues and the Advancement of Women;

(g) To meet with managers and staff in the department or office to discuss the implementation of the special measures, as well as means for fostering a supportive working environment, conducive to the full participation of women and men in the work of the department or office;

(h) At offices away from Headquarters, where the Office of the Special Adviser on Gender Issues and the Advancement of Women cannot be represented on the local Appointment and Promotion Committee, the departmental focal points for women shall serve as ex officio members on the local Appointment and Promotion Committee. The responsibilities of the departmental focal points as ex officio members of the local Appointment and Promotion Committees shall be the same as those set out in subparagraph (b) of the present section. The departmental focal point for women who attends the departmental panel shall not attend the local Appointment and Promotion Committee when it considers cases which have already been reviewed by the departmental focal point as an ex officio member of the departmental panel. In such cases, the alternate departmental focal point for women shall attend the local Appointment and Promotion Committee.

Section 2
Selection of departmental focal points for women

2.1 The departmental focal points for women should have a strong commitment to the goal of gender equality in the Secretariat and must be willing to undertake the functions set out in section 1 of the present bulletin.

2.2 The departmental focal points cannot be involved in any matter in which there is a conflict of interest. Therefore, staff representatives, staff of the Executive Office and staff in the immediate office of the head of the department or office shall not be eligible for selection as departmental focal points. In view of the advisory and non-voting role of the departmental focal points on the departmental panels, departmental focal points who are also voting members of the appointment and promotion bodies shall recuse themselves from meetings of the appointment and promotion bodies considering cases which have been reviewed by the focal points as ex officio members of the departmental panels.

2.3 Each department or office shall select at least one departmental focal point for women. Each departmental focal point shall have an alternate. Candidates from the Professional and higher categories and from the General Service and related categories may serve as departmental focal points. The departmental focal points shall be selected for renewable terms of two-year periods. The head of the department or office shall invite expressions of interest from staff who are willing to serve.

2.4 The departmental focal points shall be selected by the head of the department or office following staff-management consultations at the departmental or office level, in accordance with the provisions of Secretary-General's bulletin ST/SGB/274 of 28 September 1994, unless either the head of the department or the staff representatives of that department request a secret-ballot election, which shall be organized under the supervision of representatives of both the staff and the management of the department or office concerned.

Section 3
Authority

The departmental focal points shall have access to all information necessary to the discharge of their functions, as required. They shall have access to the staff of the Executive Office or local personnel office, as well as to senior management of the department or office, as required, to conduct their duties.

Section 4
Final provision

The present bulletin shall enter into force on 1 January 2000.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/1999/20

Secretariat

23 December 1999

Secretary-General's bulletin

Organization of the United Nations Office at Nairobi

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office at Nairobi,[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/1999/21 and ST/SGB/1999/22, entitled "Organization of the secretariat of the United Nations Environment Programme" and "Organization of the United Nations Centre for Human Settlements (Habitat)", respectively.

Section 2
Functions and organization

2.1 The United Nations Office at Nairobi serves as the representative office of the Secretary-General in Nairobi and performs representation and liaison functions with permanent missions, the host Government and other Governments and intergovernmental and non-governmental organizations in Nairobi; manages and implements the programmes on administration and conference services; provides administrative and other support services to the United Nations Environment Programme (UNEP) and the United Nations Centre for Human Settlements (UNCHS) (Habitat); administers joint and common services for other offices of the United Nations system located at Nairobi; and manages the United Nations facilities at Nairobi.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by a Director-General, at the Under-Secretary-General level, who also serves as the Executive Director of the United Nations Environment Programme. The Director-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Director-General

3.1 The Director-General is accountable to the Secretary-General.

3.2 The Director-General is responsible for all activities of the United Nations Office at Nairobi and serves as the representative of the Secretary-General; performs representation and liaison functions with the host Government, permanent missions and intergovernmental and non-governmental organizations based in Nairobi; provides executive direction and management to the programmes of administration and conference services and other support and common services; is responsible for the management of the United Nations facilities in Nairobi; and provides executive direction for the work of the United Nations Information Centre in Nairobi.

Section 4
Office of the Director-General

4.1 The functions of the Office of the Director-General are combined with those of the Office of the Executive Director

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of the United Nations Environment Programme. The Office of the Director-General is headed by a Chief, who is accountable to the Director-General.

4.2 The core functions of the Office of the Director-General are as follows:

(a) Assisting the Director-General in the overall direction and management of the United Nations Office at Nairobi and the coordination of activities of its units;

(b) Providing executive support to the Director-General;

(c) Cooperating with the host Government and providing protocol services for the United Nations Office at Nairobi, including processing letters of credentials for the heads of permanent missions at Nairobi;

(d) Arranging for representation of the United Nations at meetings and conferences held in Nairobi;

(e) Maintaining liaison with the Executive Office of the Secretary-General and other Secretariat units at Headquarters.

Section 5
United Nations Information Centre

5.1 The United Nations Information Centre in Nairobi is headed by a Chief, who is accountable to the Director-General.

5.2 The United Nations Information Centre in Nairobi serves as the information centre for Kenya, Uganda and Seychelles and provides support to the Director-General/Executive Director with regard to information services for international conferences, intergovernmental meetings and media relations.

Section 6
Division of Administrative Services

6.1 The Division of Administrative Services is headed by a Chief, who is accountable to the Director-General of United Nations Office at Nairobi and, within the established delegation of authority, is also responsible to the Under-Secretary-General for Management for ensuring that all regulations, rules and instructions of the Organization in administrative matters are followed.[2]

6.2 The Division of Administrative Services consists of the Office of the Chief, six services and one section: Budget and Funds Management, Financial Resources Management, Human Resources Management, Support Services, Information Technology, Conference Services, and the Security and Safety Section.

6.3 The core functions of the Division are as follows:

(a) Advising the Director-General/Executive Director and senior and line management of UNEP and UNCHS (Habitat) on all administration-related issues and interpretation of regulations and rules of the Organization;

(b) Representing the Director-General/Executive Director on administrative matters in relation to governing bodies of UNEP and UNCHS (Habitat), United Nations common system inter-agency consultative machinery and intra-Secretariat consultative bodies;

(c) Providing administrative and related support services to UNEP, UNCHS (Habitat) and other offices of the United Nations entities located in Nairobi;

(d) Assisting the Director-General in negotiations with host-country authorities on all administrative and financial issues relating to the implementation of headquarters agreements;

(e) Providing conference services to UNCHS (Habitat), UNEP and UNEP conventions, as well as to other units and organizations of the United Nations system located at Nairobi;

(f) Management of, and control over all regular budget and extrabudgetary funds of UNEP and the United Nations Office at Nairobi;

(g) Providing financial services to UNEP, UNCHS (Habitat) and the United Nations Office at Nairobi;

(h) Developing and managing human resources requirements of UNEP, UNCHS (Habitat) and the United Nations Office at Nairobi, including policy direction, guidance, supervision and implementing personnel administration policies in accordance with the Staff Regulations and Rules;

(i) Managing support services for the United Nations complex in Nairobi, including building and grounds maintenance, space planning and allocation, travel and transportation, registry and pouch services, inventory control, procurement services, etc.;

(j) Providing communications and electronic support services;

(k) Coordination of security arrangements for the United Nations common system staff in Kenya;

(l) Providing security and safety services to the users, property and buildings of the United Nations complex in Nairobi.

Section 7
Final provisions

The present bulletin shall enter into force on 1 January 2000.

(*Signed*) Kofi A. **Annan**
Secretary-General

Notes

[1] The United Nations Office at Nairobi was established on 1 January 1996 as a successor to the two separate divisions of administration of the United Nations Environment Programme (UNEP) and the United Nations Centre for Human Settlements (Habitat) and the United Nations Common Services at Nairobi.

[2] The Director of the Division of Administration, like other Directors of Administration and Executive Officers, is accountable first and foremost to the head of the department, as a partner in administration for programme implementation. Directors of Administration and Executive/Administrative Officers are also accountable to the central administration for the appropriate utilization of resources, both human and financial.

United Nations ST/SGB/1999/21

Secretariat

23 December 1999

Secretary-General's bulletin

Organization of the secretariat of the United Nations Environment Programme

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the secretariat of the United Nations Environment Programme, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/1999/20, entitled "Organization of the United Nations Office at Nairobi".

Section 2
Functions and organization

2.1 The secretariat of the United Nations Environment Programme (UNEP):[1]

(a) Provides substantive support to the Governing Council of UNEP;

(b) Coordinates, under the guidance of the Governing Council, environmental programmes within the United Nations system, keeps their implementation under review and assesses their effectiveness;

(c) Advises, as appropriate and under the guidance of the Governing Council, intergovernmental bodies of the United Nations system on the formulation and implementation of environmental programmes;

(d) Secures the effective cooperation of, and contributions from, the relevant scientific and other professional communities in all parts of the world;

(e) Provides, at the request of all parties concerned, advisory services for the promotion of international cooperation in the field of the environment;

(f) Submits to the Governing Council proposals embodying medium-range and long-range planning for the United Nations programmes in the field of the environment;

(g) Brings to the attention of the Governing Council any matter which it deems to require consideration by it;

(h) Administers, under the authority and policy guidance of the Governing Council, the Environment Fund;

(i) Reports on environmental matters to the Governing Council;

(j) Performs such other functions as may be entrusted to it by the Governing Council.

2.2 The secretariat of the United Nations Environment Programme is divided into organizational units, as described in the present bulletin.

2.3 The secretariat is headed by the Executive Director, who is at the Under-Secretary-General level. The Executive Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

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Section 3
Executive Director

3.1 The Executive Director is accountable to the Secretary-General and is elected by the General Assembly on the nomination of the Secretary-General.

3.2 The Executive Director is responsible for all the activities of the secretariat, as well as its administration. The Executive Director:

(a) Provides the environmental policy leadership within the world community;

(b) Provides management oversight and leadership to UNEP in its implementation of activities to protect the world's environment, including direct oversight of the major elements of the Environment Programme;

(c) Identifies emerging environmental issues of global significance and catalyses action to address them by Governments and intergovernmental bodies, scientific institutions, the private sector and community groups, thus promoting global environmental cooperation;

(d) Promotes partnerships with other United Nations bodies to ensure effective coordination of environmental activities in the United Nations system and avoid overlaps and duplication of effort and resources;

(e) Administers, under the authority of the Governing Council, the Environment Fund and reports on environmental matters to the Governing Council;

(f) Participates in the Administrative Committee on Coordination, ensuring a visible and authoritative voice on environmental issues;

(g) Exercises authority conferred by conferences of parties to conventions of which UNEP is host to their secretariats, thus facilitating the operation of those environmental conventions and promoting synergies among them.

3.3 As Under-Secretary-General, and therefore the senior-most official of the United Nations in Nairobi, the Executive Director is also the head of the United Nations Office at Nairobi.

Section 4
Office of the Executive Director

4.1 The Office of the Executive Director is headed by a Chief, who is accountable to the Executive Director.

4.2 The core functions of the Office are as follows:

(a) Providing executive and support services to the Executive Director and the Deputy Executive Director as well as to the Management Board of UNEP;

(b) Facilitating the relationships between the Executive Director and the senior management of UNEP. Formally, this is achieved by acting as the secretariat to the Management Board and the Senior Management Group. Informally the Office of the Executive Director convenes meetings with and on behalf of the Executive Director, solves problems, ensures effective internal communication, etc.;

(c) Ensuring the effective functioning of support services, particularly correspondence and briefing processes for the Executive Director;

(d) Overseeing relations with the host Government;

(e) Liaising with the United Nations Office at Nairobi and with the United Nations Secretariat on matters of mutual interest;

(f) Ensuring timely and effective relations between the Executive Director and Governments, delegations, non-governmental organizations, the press and the public;

(g) Carrying out special assignments which are not the responsibilities of other officials, as requested by the Executive Director.

Section 5
Deputy Executive Director

5.1 The Executive Director, in the performance of his or her functions, is assisted by the Deputy Executive Director. The Deputy Executive Director, who is appointed by the Secretary-General at the Assistant Secretary-General level, is accountable to the Executive Director.

5.2 The Deputy Executive Director:

(a) Manages the Environment Programme, supervising all divisions and regional offices;

(b) Is directly responsible for the mechanisms for programme coordination and monitoring;

(c) Advises the Executive Director on substantive matters;

(d) Assists the Executive Director in strategic planning and the development of management tools and instruments to enhance UNEP's performance in its overall mission;

(e) Plays an active role in developing and facilitating consultations with Governments, including through permanent missions accredited to UNEP in Nairobi, leading

to better understanding of Governments' expectations and environmental needs, and keeps Governments informed of UNEP's ongoing activities and plans;

(f) Assures UNEP's responsibility as implementing agency of the Global Environment Facility (GEF);

(g) Carries out special tasks that may be assigned by the Executive Director and assumes overall responsibility for the functioning of UNEP when the Executive Director is unavailable.

Section 6
Secretariat for Governing Bodies

6.1 The Secretariat for Governing Bodies is headed by a Chief, who is accountable to the Executive Director.

6.2 The core functions of the Secretariat for Governing Bodies are as follows:

(a) Providing secretariat support to the Governing Council and its subsidiary bodies, namely the High-level Committee of Ministers and Officials and the Committee of Permanent Representatives;

(b) Providing documentation and facilitating the participation of Governments in the sessions of the Governing Council and the meetings of its subsidiary bodies.

Section 7
Communications and Public Information Branch

7.1 The Communications and Public Information Branch is headed by a Chief, who is also the Spokesperson of UNEP. The Chief/Spokesperson is accountable to the Executive Director.

7.2 The core function of the Spokesperson is to provide statements of UNEP's official position on major environmental problems and newsworthy events on behalf of the Executive Director.

7.3 The core functions of the Branch are as follows:

(a) Reflecting and presenting UNEP's image by disseminating targeted information on the environmental agenda and initiatives and helping to mobilize international responses to major emerging environmental issues;

(b) Harmonizing UNEP's image on the World Wide Web and facilitating access and delivery of information on UNEP and the environment to Internet users and other selected clients and partners;

(c) Promoting UNEP and UNEP's products on the Internet, including marketing and sales of selected UNEP products;

(d) Organizing specific activities and events and facilitating cooperation with and among selected sectors of society and actors involved in the implementation of the international environmental agenda;

(e) Disseminating printed and audio-visual information on environmental issues and UNEP activities;

(f) Disseminating information and communication services through the Library and Documentation Centre;

(g) Maintaining a UNEP-wide public query-response service.

Section 8
Evaluation and Oversight Unit

8.1 The Evaluation and Oversight Unit is headed by a Chief, who is accountable to the Executive Director.

8.2 The core functions of the Unit are as follows:

(a) Organizing and implementing programme and project evaluations and following up on the implementation of the related recommendations;

(b) Functioning as focal point for the Joint Inspection Unit;

(c) Contributing to policy formulation using evaluation results.

Section 9
Global Environment Facility Coordination Office

9.1 The GEF Coordination Office is headed by an Executive Coordinator, who is accountable to the Executive Director through the Deputy Executive Director.

9.2 The core functions of the GEF Coordination Office are as follows:

(a) Formulating, reviewing and coordinating proposals for UNEP's in-house policy and strategy towards GEF operations and management;

(b) Preparing the UNEP/GEF Business Plan;

(c) Coordinating with and providing guidance to substantive entities in UNEP and other project proposers on project eligibility, quality and cost-effectiveness, programme priorities and project management;

(d) Overseeing the administration of GEF activities in UNEP's programme;

(e) Acting as UNEP's GEF focal point and coordinating UNEP inputs to the GEF secretariat, the other implementing agencies, Governments, international organizations, non-governmental organizations and scientific institutions on all GEF-related policy and programme issues, including through liaison services in Washington;

(f) Providing the Scientific and Technical Advisory Panel secretariat and acting as the liaison between the Facility and the Panel.

Section 10
Programme Coordination and Management Unit

10.1 The Programme Coordination and Management Unit is headed by a Chief, who is accountable to the Executive Director through the Deputy Executive Director.

10.2 The core functions of the Unit are as follows:

(a) Setting and implementing UNEP policies and procedures on organizational, programmatic and technology-related matters and supporting the management of UNEP's programme;

(b) Coordinating the planning process, including the preparation of medium-term plans and biennial programmes;

(c) Coordinating the in-house process of preparation of project proposals for the United Nations Foundation;

(d) Developing methodologies, guidelines and procedures for project design, formulation and approval; providing guidance to managers on project design and formulation; and functioning as Secretary of the Project Approval Group;

(e) Monitoring the implementation of UNEP's biennial programme and reporting thereon.

Section 11
The Environment Programme

The Environment Programme is organized into six divisions, as follows:

(a) Division of Environmental Assessment and Early Warning;

(b) Division of Environmental Policy Development and Law;

(c) Division of Environmental Policy Implementation;

(d) Division of Technology, Industry and Economics;

(e) Division of Regional Cooperation and Representation;

(f) Division of Environmental Conventions.

Section 12
Division of Environmental Assessment and Early Warning

12.1 The Division of Environmental Assessment and Early Warning is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

12.2 The core functions of the Division are as follows:

(a) Analysing the state of the global environment and assessing global and regional environmental conditions and trends, their causes and policy responses based on the best scientific and technical capabilities available;

(b) Producing and facilitating integrated global and sectoral environmental assessments in support of policy setting, decision-making and action planning at the global, regional and national levels;

(c) Supporting a decentralized network of integrated data centres for the development, analysis and integration of harmonized data sets and indicators and the generation of a range of value-added products and services;

(d) Providing relevant and up-to-date information and early warning on regional and global emerging issues and potential environmental threats as a basis for formulating potential strategic and collaborative responses in a timely manner;

(e) Developing institutional capacities and a cooperative networking infrastructure for improved environmental data and information management in support of global and regional assessments and reporting;

(f) Facilitating access to and carrying out dissemination of environmental data and information to support policy and advisory services in key environmental and sustainable development areas.

Section 13
Division of Environmental Policy Development and Law

13.1 The Division of Environmental Policy Development and Law is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

13.2 The core functions of the Division are as follows:

(a) Promoting the development of policies and strategies at the global, regional and national levels which respond effectively to existing or emerging environmental issues, within the context of sustainable development;

(b) Strengthening partnerships and involving major groups (particularly the scientific community, civil society

and non-governmental organizations) in policy development and advocacy to improve environmental management and to promote sustainable development, and supporting the Division of Technology, Industry and Economics in doing the same with the private sector;

(c) Developing and articulating UNEP policy positions and responses on major environmental and sustainable development issues and events;

(d) Assisting Governments in the development of coherent and effective legal regimes at the global, regional and national levels which address major environmental issues in the context of sustainable development;

(e) Strengthening the capacity of Governments to analyse, develop and implement global, regional and national policies and policy instruments;

(f) Assisting Governments in evaluating the adequacy and effectiveness at the national level of global, regional and national policy instruments;

(g) Supporting other divisions by providing policy guidance and assisting in promoting the relevant legal and institutional frameworks for improved integration of environment and development policies and broader compliance with environmental requirements;

(h) Promoting United Nations system-wide cooperation and coordination in the coherent development and implementation of the environmental policy aspects of sustainable development;

(i) Building donor confidence in the relevance of UNEP's work programme and in its ability to deliver; and extending fund-raising for UNEP-driven projects to the private and corporate sectors.

Section 14
Division of Environmental Policy Implementation

14.1 The Division of Environmental Policy Implementation is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

14.2 The core functions of the Division are as follows:

(a) Providing support and coordinating education, training and other capacity-building activities within UNEP to assist Governments in implementing environmental policies, and providing complementary services when necessary;

(b) Developing and implementing, with partners and other relevant divisions within UNEP, pilot activities with potential demonstrative value in terms of a particular environmental policy or policy implementation strategy;

(c) Supporting, and generally coordinating, technical cooperation activities within UNEP;

(d) Supporting and coordinating the implementation of designated action programmes, plans and projects;

(e) Strengthening mechanisms and networks, both within and outside the United Nations system, for mobilizing and coordinating responses to environmental emergencies;

(f) Assisting subregions and countries in developing emergency response capacity and in responding to specific emergencies.

Section 15
Division of Technology, Industry and Economics

15.1 The Division of Technology, Industry and Economics is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

15.2 The core functions of the Division are as follows:

(a) Improving awareness and integration of environmental considerations into the decision-making process of Governments, business, industry sectors and financial institutions;

(b) Encouraging Governments and the private sector to develop and adopt policies, strategies and cleaner and safer technologies for the efficient use of natural resources and the reduction of pollution and risks to human health and the environment;

(c) Raising awareness and understanding of international organizations, Governments, the private sector and non-governmental organizations on sustainable consumption patterns;

(d) Promoting the adoption, transfer and use of environmentally sound technologies for energy, freshwater and urban management, and for supporting the implementation of environmental conventions;

(e) Developing and promoting the implementation of policies and strategies for the environmentally sound management of chemicals, including legally binding instruments on prior informed consent (PIC) and persistent organic pollutants (POPs);

(f) Enhancing understanding of the complementarity between trade and environment policies and the development and application of policies for the integration of environmental considerations in trade policies and

agreements with due cognizance of the development priorities of countries;

(g) Enhancing the understanding of the environmental impacts of trade liberalization and developing methodologies for the environmental reviews of trade policies and agreements;

(h) Further promoting the development and application of tools such as valuation of natural resources, natural resource accounting and environmental impact assessment for the integration of environment in development and decision-making;

(i) Developing and improving the information exchange systems as well as the education and capacity-building programmes to support all the above.

Section 16
Division of Regional Cooperation and Representation

16.1 The Division of Regional Cooperation and Representation is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

16.2 The Division consists of a Coordinating Office at UNEP headquarters and six regional offices at Nairobi (at UNEP headquarters), Bangkok, Geneva, Mexico City, New York and Bahrain, respectively.

16.3 The core functions of the Division are as follows:

(a) Undertaking relevant information and data-gathering and, based on that, bringing regional perspectives to the development of UNEP policies and programmes;

(b) Presenting UNEP global policies in the region and enlisting support for them at all levels;

(c) Implementing and complementing relevant parts of UNEP's global programmes through initiating, coordinating and catalysing regional and subregional cooperation and action in response to environmental problems and emergencies;

(d) Assisting in the development of policies and programmes on global and regional environmental issues between and within Governments in the region;

(e) Providing advisory services to help Governments translate global commitments into national action for the protection and enhancement of the environment (except the New York Office);

(f) Raising public awareness of environmental problems and creating a consistency for environmental action;

(g) Promoting cooperation between UNEP and non-governmental organizations, and the private sector;

(h) Broadening the constituency of UNEP.

Section 17
Division of Environmental Conventions

17.1 The Division of Environmental Conventions is headed by a Director, who is accountable to the Executive Director through the Deputy Executive Director.

17.2 The Division consists of a central office at UNEP headquarters, the Information Unit for Conventions in Geneva and six regional coordinating units for regional seas conventions and action plans at Nairobi (at UNEP headquarters), Athens, Kingston, Bangkok, Seychelles and Abidjan.

17.3 The core functions of the Division are as follows:

(a) Developing coherent programmatic interlinkages among international conventions and processes and prevention of the fragmentation of international environmental policy-making;

(b) Providing advice and support to the Division of Environmental Policy Development and Law on the development of new conventions, protocols and agreements with a view to striving for coherence, consistency and complementarity;

(c) Reinforcing the implementation of the work programmes of conventions and related international processes, particularly in those areas and issues where strong interlinkages exist with UNEP's programme of work;

(d) Reinforcing the implementation of the work programmes of conventions and related international processes by promoting support from United Nations and other international organizations, non-governmental organizations and civil society;

(e) Increasing the efficiency and effectiveness of UNEP's participation and activities at the meetings of conventions and related international agreements;

(f) Enhancing the implementation of decisions of the conferences of parties in which UNEP is expected to follow up, particularly those funded by GEF;

(g) Strengthening the scientific and technical basis for actions in response to climate change and variability,

particularly through support to the Intergovernmental Panel on Climate Change;

(h) Supporting information dissemination on the status and implementation of global conventions;

(i) Supporting the work of the Intergovernmental Forum on Forests.

Section 18
Convention and other secretariats

18.1 UNEP has been designated by the Conferences of Parties of a number of international environmental conventions to provide secretariat functions to those conventions. This host relationship established with UNEP by Governments has included provision by UNEP of cost-effective administrative and financial support for each secretariat to carry out its responsibilities fully. The location, functions and organizational structure of each secretariat are specified in the relevant convention or determined by decisions of the conferences of parties.

18.2 While the convention secretariats are accountable to their respective conference of the parties for programme delivery, the chief executive officers of those conventions administered by UNEP (variously denominated as Executive Secretary, Secretary-General, Chief Officer or Coordinator) are accountable to the Executive Director. They operate with sufficient autonomy to discharge the functions that the various independent intergovernmental conferences of parties to the conventions have reposed in the Executive Director.

18.3 UNEP provides the secretariat functions for the following global environmental conventions:

- Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal, with its secretariat in Geneva;
- Convention on Biological Diversity, with its secretariat in Montreal;
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), with its secretariat in Geneva;
- Convention on the Conservation of Migratory Species of Wild Animals (CMS), with its secretariat in Bonn;
- Ozone Secretariat for the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol for Substances that Deplete the Ozone Layer, co-located in Nairobi;
- Interim Secretariat for the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade, jointly with the Food and Agriculture Organization of the United Nations (FAO), and co-located in Geneva and Rome.

18.4 The secretariat for the Multilateral Fund for the Implementation of the Montreal Protocol, which is administratively linked to UNEP and located in Montreal, is headed by the Chief Officer who reports directly to the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol. The Fund Secretariat assists the Executive Committee in the discharge of its functions in accordance with the role and responsibilities established by the Executive Committee.

18.5 UNEP provides the secretariat for the Global Programme of Action for the Protection of the Marine Environment from Land-based Activities, with a Coordination Office in The Hague, whose head is accountable to the Director, Division of Environmental Policy Implementation.

18.6 UNEP has been given responsibility for secretariat functions under some regional seas conventions and action plans, usually with a regional coordinating unit established in the region, headed by a Coordinator who is accountable to the Director, Division of Environmental Conventions. The functions and organizational structure of each secretariat are determined by the conferences of the parties or other intergovernmental meetings and funded largely by regional trust funds and/or by UNEP.

18.7 Regional conventions and action plans for which UNEP provides the secretariat include the following:

- Convention for the Protection, Management and Development of the Marine and Coastal Environment of the Eastern African Region, with its Regional Coordination Unit in Seychelles;
- Convention for the Protection of the Mediterranean Sea against Pollution (Barcelona Convention), with its Mediterranean Regional Coordination Unit in Athens;
- Convention for the Protection and Development of the Marine and Coastal Environment of the West and Central African Region, with its secretariat to be established in Abidjan;
- Convention for the Protection and Development of the Marine Environment of the Wider Caribbean Region, with its Caribbean Regional Coordinating Unit in Kingston;

- Action Plan for the Protection and Development of the Marine Environment and Coastal Areas of the East Asian Seas Region, with its Regional Coordinating Unit in Bangkok;
- Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the North-west Pacific Region;
- Lusaka Agreement on Cooperative Enforcement Operations Directed at Illegal Trade in Wild Fauna and Flora (on interim basis).

Section 19
Final provisions

19.1 The present bulletin shall enter into force on 1 January 2000.

19.2 Secretary-General's bulletin (ST/SGB/Organization/Section O/Rev.1) of August 1977, entitled "Secretariat of the United Nations Environment Programme", is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

Notes

[1] The functions and organization of the United Nations Environment Programme were defined by the General Assembly in its resolution 2997 (XXVII) of 15 December 1972. The areas of concentration of UNEP were reinforced in 1992 by the General Assembly in its endorsement of Agenda 21, chapter 38, paragraphs 21-23 (resolution 47/190).

The UNEP Governing Council at its nineteenth session, in February 1997, adopted in decision 19/1 the Nairobi Declaration which redefined the role of UNEP as follows:

> "The role of the United Nations Environment Programme is to be the leading global environmental authority that sets the global environmental agenda, that promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and that serves as an authoritative advocate for the global environment".

United Nations ST/SGB/1999/22

Secretariat

23 December 1999

Secretary-General's bulletin

Organization of the United Nations Centre for Human Settlements (Habitat)

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Centre for Human Settlements (Habitat),[1] promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/1999/20, entitled "Organization of the United Nations Office at Nairobi".

Section 2
Functions and organization

2.1 The United Nations Centre for Human Settlements (Habitat):

(a) Provides advice and support to the Secretary-General in the discharge of his or her global responsibilities relating to human settlements issues;

(b) Provides substantive support to the Commission on Human Settlements as its secretariat and serves as the focal point for action and coordination of human settlements activities in the United Nations system;

(c) Serves as the focal point within the United Nations system for the implementation of the Habitat Agenda;[2]

(d) Assists Member States in providing, through the Commission on Human Settlements, the Economic and Social Council and the General Assembly, a coordinated framework for promoting and monitoring the implementation of the Habitat Agenda;

(e) Assists the Secretary-General in enhancing the policy coherence and coordination of human settlements programmes planned and carried out by the United Nations system and assists the Commission on Human Settlements in keeping those programmes under review and assessing their effectiveness;

(f) Promotes cooperation and partnerships with local authorities, non-governmental organizations and major groups in civil society in the implementation of the Habitat Agenda at the global, regional, national and local levels;

(g) Promotes the sharing and transfer of experience through the monitoring of human settlements indicators and learning from best practices in the implementation of the Habitat Agenda at the local, national, regional and global levels and feeds back the lessons learned and experiences gained in improving human settlements conditions at the country level into global policy development processes;

(h) Provides advisory services and implements human settlements projects and programmes at the request of Member States focused on strengthening in-country capacity to achieve adequate shelter for all and sustainable human settlements development;

(i) Serves as the focal point for the global exchange of information on human settlements and public-awareness activities.

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2.2 The Centre is divided into organizational units, as described in the present bulletin.

2.3 The Centre is headed by an Executive Director. The Executive Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their functions as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Executive Director

3.1 The Executive Director is accountable to the Secretary-General.

3.2 The Executive Director is responsible for all activities of the Centre, as well as its administration; he or she advises the Secretary-General on issues falling within the competence of the Centre; provides overall direction on substantive and managerial matters, including the preparation and implementation of the work programme; provides overall direction to the fund-raising and resource mobilization activities of the Centre, including direct involvement where appropriate; ensures the substantive servicing of the Commission on Human Settlements, including the preparation of policy reports to the Commission; defines broad strategies to promote and support policy advocacy activities; initiates and coordinates policy dialogue with Governments, local authorities and other partners in the implementation of the Habitat Agenda; and ensures that all possible synergies within the Nairobi location are fully utilized.

3.3 The Executive Director serves as the Administrator of the United Nations Habitat and Human Settlements Foundation.[3]

Section 4
Office of the Executive Director

The Office of the Executive Director is headed by a Chief, who is accountable to the Executive Director. The core functions of the Office are as follows:

(a) Providing support and advice to the Executive Director in the day-to-day management of the Centre, as well as in carrying out his/her other duties and responsibilities;

(b) Supporting the efficient information flow within the Centre;

(c) Maintaining a schedule of staff travel plans and the status thereof;

(d) Ensuring compliance with United Nations regulations, rules and procedures, maintaining liaison with United Nations Headquarters, and analysing and disseminating relevant decisions of the General Assembly and the Economic and Social Council which affect the work of the Centre.

Section 5
Global Division

5.1 The Global Division is headed by a Director, who is accountable to the Executive Director. The Director of the Division also serves as the Deputy Executive Director of the Centre.

5.2 The Division consists of two branches, namely the Shelter Branch and the Urban Development Branch. Each branch is headed by a Chief, who is accountable to the Director of the Division.

5.3 The core functions of the Division are as follows:

(a) Promotion of sustainable shelter policies and sustainable urban development policies;

(b) Overall responsibility for the Global Campaigns on Secure Tenure and Urban Governance, managed within the Strategic Vision of the Centre;

(c) Coordination of global programmes and incorporation of experience and information into the normative work of the Centre;

(d) Development of global policy capacity and outputs of the Centre, including international conventions, legislative guidelines and norms and standards;

(e) Promotion of cooperation with scientific and research institutions regarding development of policy options;

(f) Promotion of substantive dialogue and partnerships among governmental authorities, community organizations, non-governmental organizations and the private sector in order to improve and strengthen national and local capacities in urban management and shelter policy;

(g) Provision of appropriate support to regional activities;

(h) Provision of expert advice and support to Member States and partners in the field of human settlements generally.

Section 6
The Urban Secretariat

6.1 The Urban Secretariat is headed by a Chief, who is accountable to the Executive Director, through the Director of the Global Division.

6.2 The core functions of the Urban Secretariat are as follows:

(a) Providing monitoring and analytical support to the substantive work of the Centre, especially on cross-cutting issues;

(b) Maintaining and strengthening the Centre as the global focal point for the implementation of the Habitat Agenda, especially with regard to monitoring, assessment and the dissemination of best practice;

(c) Designing of the systems and procedures required to perform its coordinating functions in association with the Planning and Coordination Office;

(d) Providing a comprehensive system for the capturing and management of relevant information, data and statistics, making such information available in accessible form to staff and partners;

(e) Assisting in the identification of emerging or existing regional and global trends that may have an impact on the work of the Centre;

(f) Promoting the establishment of networks of intellectual and substantive support for the Centre, and ensuring the servicing of such networks;

(g) Devising methods and procedures for the structured analysis of project and programme information, including information from the regional offices, and for the regular dissemination of such analyses within the Centre;

(h) Assisting in identifying methods and procedures to improve the quality of internal debate within the Centre, and promoting the rigorous exchange of ideas, including the involvement of partners where appropriate;

(i) Providing support and advice on the strategic use of information in strengthening the Centre's role as an advocacy agency.

Section 7
Regional and Technical Cooperation Division

7.1 The Regional and Technical Cooperation Division is headed by a Director, who is accountable to the Executive Director.

7.2 The Division consists of regional offices and a Technical Advisory Branch. Each regional office is headed by a Chief, who is accountable to the Director of the Division. The Director of the Regional and Technical Cooperation Division also serves as Chief of the Technical Advisory Branch.

7.3 The core functions of the Division are as follows:

(a) Providing support to the regionalization of the global campaigns and ensuring the incorporation of the regional dimension into the global campaigns;

(b) Providing support to the development of urban strategies at the regional and national levels;

(c) Assisting the regional offices in the establishment, promotion and support of regional networks;

(d) Providing support to local authorities in their regional activities;

(e) Ensuring the exchange of experience and information between headquarters and regional offices and ensuring the incorporation of regional lessons into the Centre's policy and work programme;

(f) Providing technical cooperation services upon request from Governments;

(g) Providing implementation capacity and advice to other organizations within the United Nations system, particularly to the United Nations Environment Programme;

(h) Providing technical advice on matters relating to land, housing, finance, disaster management, infrastructure, urban governance, etc.

Section 8
Programme Support Division

8.1 The Programme Support Division is headed by a Director, who is accountable to the Executive Director.

8.2 The Division consists of the Planning and Coordination Office and the Resource Mobilization and External Affairs Unit. The Director of the Division also serves as the head of the Planning and Coordination Office. The Resource Mobilization and External Affairs Unit is headed by a Chief, who is accountable to the Director of the Division.

8.3 The core functions of the Division are as follows:

(a) Ensuring that the Centre utilizes effective planning practices and procedures, and keeping these under constant review;

(b) Ensuring the sound financial and administrative management of the Centre, including the coordination of the medium-term plans and work programmes;

(c) Taking overall responsibility for ensuring the design of a comprehensive fund-raising policy and for overseeing and managing the fund-raising activities of the Centre;

(d) Ensuring the proper servicing of funding partners and compliance with agreements;

(e) Providing overall direction and guidance on the allocation and management of resources within the Centre;

(f) Ensuring the effective and systematic evaluation of the work programme and related activities;

(g) Taking responsibility for the Centre's support services, keeping them under constant review and initiating changes as appropriate;

(h) Coordinating intergovernmental meetings, including the sessions of the Commission on Human Settlements;

(i) Coordinating the Centre's collaboration with United Nations agencies as well as with major interest groups such as local authorities, parliamentarians, non-governmental organizations, trade unions and the private sector.

Section 9
Final provisions

9.1 The present bulletin shall enter into force on 1 January 2000.

9.2 Secretary-General's bulletin ST/SGB/168 of 12 October 1978, entitled "Establishment of the United Nations Centre for Human Settlements" is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

Notes

[1] The United Nations Centre for Human Settlements (Habitat) was established by the General Assembly in its resolution 32/162 of 19 December 1977 with its headquarters in Nairobi to service the Commission on Human Settlements and to serve as a focal point for human settlements and coordination within the United Nations system.

[2] The Habitat Agenda and a plan of action for its implementation was adopted by the United Nations Conference on Human Settlements (Habitat II) held at Istanbul, Turkey, in June 1996. It was endorsed by the General Assembly in its resolution 51/177 of 16 December 1996.

[3] The United Nations Habitat and Human Settlements Foundation was established by the General Assembly in its resolution 3327 (XXIX) of 16 December 1974. It became an integral part of UNCHS (Habitat) as directed by the General Assembly in its resolution 32/162 of 19 December 1977.